


MINUTES
OF THE
IOWA STATE PRESERVES ADVISORY BOARD
MEETING
JANUARY 28, 2014

HELD AT:
IOWA DEPARTMENT OF NATURAL RESOURCES
WALLACE BUILDING 4W, DES MOINES, IA

For Office Use Only

Date Minutes Approved By SPAB: 4.29-14

Director's Signature: _____


Bruce Trautman
Deputy Director

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SPAB MINUTES

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MEETING MINUTES

CALL TO ORDER

The meeting of the State Preserves Advisory Board (SPAB) was called to order by Wayne Phipps, SPAB Chairperson on January 28, 2014 at 10:42 a.m. He then welcomed guests present and introductions were made.

BOARD MEMBERS PRESENT

Wayne Phipps, Chair
Thomas Putnam
*Leesa McNeil, via Conference call
Kirk Larsen, via Conference call
Lynn Alex, via Conference Call
Inger Lamb
Bruce Trautman

BOARD MEMBERS ABSENT

DNR STAFF PRESENT

Aaron Brees
John Pearson
Daryl Howell
Karen Fynaardt
Kelly Poole

GUEST / PUBLIC PRESENT

Susanne Hickey, The Nature Conservancy

1. APPROVAL OF AGENDA

Motion – Motion to approve the agenda by Inger Lamb.

Seconded – Seconded by Tom Putnam

Decision – Approved by Unanimous Vote

APPROVED AS PRESENTED

2. MINUTES FROM APRIL 23, 2013

Motion – Motion to approve the minutes with one letter change L to Nby Inger Lamb.

Seconded – Seconded by Bruce Trautman

Decision – Approved by Unanimous Vote

APPROVED AS WRITTEN

3. MINUTES FROM JULY 23, 2013

Motion – Motion to approve the minutes with a correction of Gourley spelling Tom Putnam.

Seconded – Seconded by Lynn Alex

Decision – Approved by Unanimous Vote

APPROVED AS WRITTEN

4. WILLIAMS PRAIRIE STATE PRESERVE

The Iowa Chapter of The Nature Conservancy is transferring ownership and management of Williams Prairie State Preserve to the Johnson County Conservation Board. The Preserves Board approved the transfer in January 2009 with provision that the management plan and monitoring reports be reviewed at end of an interim period. These and related documents are now provided for Board review.

Motion - Inger Lamb made a motion to approve ownership of the Williams Prairie State Preserve to the Johnson County Conservation Board.

Seconded – Seconded by Tom Putnam

Decision – Approved by Unanimous Vote

APPROVED AS PRESENTED

*Leesa McNeil joined meeting

4. ROCK ISLAND STATE PRESERVE SEED HARVEST

The Linn County Conservation Board is cooperating with the Iowa Department of Transportation to revegetate the right-of-way for the upcoming construction of Highway 100 and is requesting concurrence from the Preserves Board to harvest local seed from the preserve.

Motion - Motion made by Leesa McNeil to harvest local seed from the Preserve for the next 3 years to revegetate right-of-way on Highway 100.

Seconded - Seconded by Inger Lamb

Decision – Approved by Unanimous Vote

APPROVED AS PRESENTED

5. GITCHIE MANITOU STATE PRESERVE

Project AWARE is a DNR-sponsored, week-long river, volunteer river clean-up now in its twelfth year. For 2014, the Iowa DNR will be cooperating with the South Dakota Department of Game, Fish & Parks for a clean-up of the Big Sioux River. The starting point will be Gitchie Manitou on July 12. The canoe launch is slightly outside of the preserve but approval for vehicle use of the access lane within the preserve is requested.

Motion – Leesa McNeil made a motion to approve the request of vehicles within the Preserve at the designated access area.

Seconded – Seconded by Kirk Larson

Decision – Approved by Unanimous Vote

APPROVED AS PRESENTED

6. SPIRIT KNOLL

Updates:

1) A dedication ceremony for the new Preserve will be held on Saturday, October 11 during the annual meeting of the Iowa Archeological Society at the Dorothy Pecaut Nature Center in Sioux City,

2) a rare insect species – Fitch's Elephanthopper (*Fitchiella robertsoni*) – has been discovered in the preserve, prompting deferral of a proposed archaeological burn and of completion of the preserve management plan until a comprehensive survey is conducted in August 2014.

INFORMATIONAL ONLY

7. REQUEST FOR PROPOSALS

The draft RFP for Fiscal Year 2015 is attached for review and comment. The final RFP will be released after the Board approval.

The RFP for Fiscal Year 2015 will be requested for submittal by a single PDF document and submitted by email.

Motion – Motion moved by Kirk Larson to be submitted by a single pdf and sent via email.

Seconded – Seconded by Leesa McNeil

Decision - Approved by Unanimous vote

INFORMAL COMPETITIVE SOLICITATION

for

Research and Inventory Proposals for State Preserves

(CRD8810DHOWELLY15)

Introduction: In accordance with the informal competition procedures provided for in 11 Iowa Administrative Code 106.9, the State Preserves Advisory Board (Board) and the Department of Natural Resources (DNR) are seeking Service Providers to conduct inventory, management, and research projects on state preserves. Proposals will be considered for biological, archaeological,

geological, or historical inventories, management activities, and other research for the state preserves program.

We hope to have about \$20,000 to fund several projects. Funding is dependent on state appropriations that will be determined during the 2014 Legislative Session. The Board and the DNR will not know if funds are available until early June. The Board will select projects in April or May, and the number selected will be contingent upon funding availability.

DNR anticipates that the term of any resulting contract will be approximately one year, beginning after July 1, 2014. Service Providers interested in providing these services should submit proposals to the **DNR Issuing Officer** at the following address:

Daryl Howell
Iowa Department of Natural Resources
502 East 9th Street
Des Moines, Iowa 50319-0034
Phone: (515) 281-8524
FAX: (515) 281-6794
Email: Daryl.Howell@dnr.iowa.gov

Proposals should be submitted no later than 3:00 p.m. CST on March 21, 2014. Any proposal received after this deadline will be rejected and returned to the Service Provider. The costs of preparation and delivery of the bid proposal are solely the responsibility of the Service Provider.

Description of Work and Scope of Services:

The DNR is seeking qualified service providers to conduct the following for various preserves throughout the state of Iowa. Proposed projects may include inventories of flora and fauna, conducting or coordinating management activities, Phase I archaeological surveys, research of management issues, geomorphic studies, interpretation of preserves, or other innovative ideas. A final report is required for all research and inventory projects. The report shall follow journal format and include the following:

- Abstract
- Introduction
- Methods
- Results
- Discussion (including management implications, if applicable)
- Literature Cited

The sections identified below list potential projects but should not be considered the only projects that will be considered for funding. Applicants may propose to study one or more of the suggested sites. Proposals for other preserves and other topics will also be considered.

ARCHAEOLOGICAL STUDIES

Archaeological studies shall follow the "Guidelines for Archaeological Investigations in Iowa." Preserves that need Phase I archaeological surveys include:

Preserve	County
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Eureka Woods (90 acres)	Greene
Anderson Prairie (200 acres)*	Emmet

* Due to the large number of acres in this preserve, proposals that cover a portion of the preserve will be considered.

The Board also seeks proposals for the following:

Interpretive materials adaptable to presentation on the IDNR website for State preserves of archaeological significance. Assembled materials would include a descriptive narrative written for the general public summarizing existing knowledge of the Preserve's archaeology within the context of regional archaeology, site plans and stratigraphic drawings (if appropriate), historic photographs illustrating archaeological research conducted at the Preserve, and artifact and feature illustrations (drawings and photos). Wittrock Indian Village in O'Brien County and Hartley Fort in Allamakee County are examples of Preserves that need interpretive materials.

MANAGEMENT ACTIVITIES

Biological Preserves

Assist preserve managers by conducting or coordinating brush control, prescribed burns, or invasive species control projects on small, isolated sites where applicant can make a significant contribution. Projects that provide long-term solutions to management problems will be given priority.

Geological Preserves

Research projects that focus on management concerns and guidelines may deal with the geologic or hydrologic aspects of a preserve. Such investigations could include erosional or sedimentation patterns that are altering a preserve, or hydrologic processes that are essential to sustaining a preserve's integrity, including the extent of groundwater recharge areas and vulnerability to groundwater contamination. These would apply particularly to the fen, spring, algific slope, cave, and ice cave preserves.

BIOLOGICAL STUDIES

Biological Preserves are in need of conservation assessments to document and protect the faunal and/or floral composition of the preserve. Principally, the conservation assessment consists of a comprehensive species inventory, with maps indicating major vegetation/faunal communities, and the particular spatial distribution of species of conservation concern. Rare or endangered species, species that are found outside of their known range, and species of particular cultural value (for example large, open-grown oak trees) may be singled out for spatial data.

Conservation assessments are encouraged to include observations of population change over time, potential threats due to invasive species, successional changes, changes to faunal habitat, etc.

We encourage the use of GPS/GIS technology to document findings.

Preserves that need fauna surveys include:

Preserve	County	Survey	Habitat
Fallen Rock (122 acres)	Hardin	Birds and/or Bats	Forest
Rolling Thunder (123 acres)	Warren	Butterflies	Prairie

Preserves that need surveys of flora include:

Preserve	County	Predominant vegetation
Cold Water Spring (60 acres)*	Winneshiek	Forest
Vincent Bluff (31 acres)	Pottawattamie	Prairie and forest
Fossil and Prairie Park (292 acres)	Floyd	Prairie, forest, wetland
Ocheyedan Mound (24 acres)	Osceola	Prairie
Pellett Woods (20 acres)	Cass	Forest
Steele Prairie (200 acres)	Cherokee	Prairie, wetland

Note: Surveys for preserves flagged with an asterisk (*) could be proposed to include adjacent public areas.

Preserves in need of re-survey of flora include:

Preserve	County	Predominant vegetation
Williams Prairie (30 acres)	Johnson	Prairie
Stinson Prairie (32 acres)	Kossuth	Prairie
Nestor Stiles Prairie (10 acres)	Cherokee	Prairie
Liska-Stanek Prairie (20 acres)	Webster	Prairie
Marietta Sand Prairie (17 acres)*	Marshall	Prairie, forest, wetland
Cayler Prairie (160 acres)*	Dickinson	Prairie
Hayden Prairie (240 acres)	Howard	Prairie

Note: Surveys for preserves flagged with an asterisk (*) could be proposed to include adjacent public areas.

Two additional categories of preserves in need of study are 1) preserves needing resurvey of previously established permanent vegetation measurement plots and 2) preserves whose previously documented floristic surveys lack adequate inventory of difficult or overlooked plant groups such as sedges, bryophytes, and lichens.

GEOLOGICAL STUDIES

The Board is also seeking proposals that will directly benefit one or more State Preserves designated wholly or in part as "geological." The greatest need is for information that completes a thorough geologic inventory of a preserve, contributes to its interpretation or related materials, or improves its management guidelines. While basic geology of many preserves is understood in a general sense, specifics are lacking in many cases, and interpretive material for the public is lacking for most sites.

An inventory would include a basic field investigation and prepared summary of the geologic content of the preserve. This would require compiling all existing geologic data as well as the acquisition of new data required to achieve a level of understanding that explains both the principal geologic setting of the preserve and its notable features. The assembled document might include a cross-section, stratigraphic column, geologic and topographic maps, fossil illustrations, photographs, and a discussion of the regional geologic history. The report should be written so as to be adaptable to presentation on the WWW (internet), to publications such as the State Preserves Guide, to interpretive material prepared under the Board's direction, and to use by the preserve managers. Behrens Ponds and Woodland in Linn County and Cedar Bluffs in Mahaska County are examples of preserves that need geological studies.

Inventories of potential geological preserves are also potential projects. An inventory of glacial erratic fields is an example of work that needs to be completed.

Proposals will also be considered for the preparation of interpretive materials that will benefit public understanding of preserves with a geological designation, especially those that are frequently visited or associated with a permanent, staffed facility. Starr's Cave in Des Moines County, Catfish Creek in Dubuque County, Pilot Knob in Hancock County, and Brushy Creek in Webster County are examples.

Proposed Project Schedule: Contracts will start after July 1, 2014 and will expire on June 30, 2015. All fieldwork must be completed and all reports submitted by the contract expiration date.

Submission of Proposals: Twelve copies of each proposal must be delivered to the office of the above listed DNR Issuing Officer at the location on the first page of this document by 3:00 p.m., March 21, 2014. It is anticipated that winning proposals will be selected in April or May.

Proposals should include 1) a technical proposal containing a description of the objectives and methods of the proposed study, including how the proposed project will benefit the Preserves System, 2) a resume of the qualifications of project personnel, and 3) a cost proposal indicating labor costs (number of hours times hourly rate for various personnel), materials to be purchased for the research, and travel expenses (lodging, mileage, and meals).

From the date of issuance of this Informal Competitive Solicitation until announcement of the successful Service Provider, **Service Providers may not contact any employee of the State of Iowa about this RFP other than the DNR Issuing Officer named above.** Service Providers may submit written questions relating to the interpretation of this Informal Competitive Solicitation and the procurement process to the DNR Issuing Officer at the above address. Written responses to any questions received will be provided to all potential Service Providers. If a Service Provider or someone acting on a Service Provider's behalf attempts to discuss this RFP orally or in writing with any members of the DNR evaluation committee, or any employee of the State of Iowa other than the above-named DNR Issuing Officer, then the Service Provider may be disqualified.

Acceptance of Attached Contract Terms and Conditions

By submitting a proposal, each Service Provider acknowledges its acceptance of the terms and conditions of the contract template found in Attachment 1. If a Service Provider takes exception to a contract provision, then the Service Provider must state the specific exception and the reason for the exception, and must set forth in its proposal the specific contract language it proposes to include as an alternative to the provision. Contract provision exceptions that materially change the terms or the requirements of this informal bidding process may be deemed non-responsive by the DNR, as determined in its sole discretion, resulting in possible disqualification of the Service Provider's proposal. With regard to the "Special Conditions," DNR and the successful Service Provider may agree to modifications to the terms of the "Special Conditions" as necessary to negotiate the terms of a contract. A Service Provider's failure to state an exception to any contract provision and propose alternative language may be deemed by the DNR to constitute the Service Provider's acceptance thereof. The State reserves the right to refuse to enter into a contract with the successful Service Provider for any reason, even after delivery of notice of selection or intent to award a contract.

Evaluation Criteria: The Board will consider all information provided in the proposal when making its selections and may consider relevant information from other sources. Proposals will be evaluated

and a recommendation will be made using the following criteria, listed in no particular order (total of 30 points):

1. (10 points) Benefit of proposed project to state preserve system. Higher scores will be assigned to proposals which provide information pertinent to the management of individual preserves, contribute to solving management problems that affect several preserves, aid in identifying potential preserves, yield information which can be used to improve the protection and management of preserves, or improve management of one or more preserves.
2. (10 points) Feasibility of proposed project. Are the goals and objectives of the proposed project clearly stated and achievable? Is the requested funding commensurate with the effort required? Are the personnel qualified to perform the study?
3. (10 points) Soundness of methodology. Are the methods suited to the goals and objectives? Will the proposed project have unacceptable impacts to the study sites? Are the number, size, and distribution of samples or observations sufficient? Are the analytical methods appropriate? Are the management techniques appropriate?

Based on the above scoring criteria and numerical scores, the board members will rank proposals as high (1), medium (2), or low (3) priority for funding. The ranking numbers for each proposal will be totaled and divided by the number of scorers. Proposals with the lowest numbers will be funded until the available funds are expended.

Miscellaneous Information: DNR reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and to cancel this Informal Competitive Solicitation at any time prior to the execution of a written contract.

All information submitted by a Service Provider may be treated as a public record by the DNR unless the Service Provider properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its proposal is submitted.

The costs of preparation and delivery of the bid proposal are solely the responsibility of the Service Provider.

By submitting a proposal, the Service Provider agrees that DNR may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party.

By submitting a proposal, the Service Provider agrees that it will not bring any claim or have any cause of action against DNR or the State of Iowa based on any misunderstanding concerning the information provided herein or concerning the DNR or the State of Iowa's failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this Informal Competitive Solicitation.

Notice of intent to award the contract will be sent by mail or email to all Service Providers submitting a timely proposal. If the apparent successful Service Provider fails to negotiate and deliver an executed contract within a reasonable period of time following selection, then DNR may, in its sole discretion, cancel the award and award the contract to the next highest ranked Service Provider.

APPROVED AS PRESENTED

GENERAL DISCUSSION

Leesa McNeil, respell her name with an i.

Lynn Alex requested a future agenda item to add National Loess Hills, informational only.

Inger Lamb requested for future agenda item to look into writing a REAP grant to employ someone to write management plans, informational only.

Inger Lamb requested to have a letter sent to the Loess Hills archeological interpretive board listing the items to meet conditions as how to complete.

NEXT MEETING:

April 29, 2014 Ryerson Woods, Iowa City

July 29, 2014 Wallace and/or Conference call

October 10 and 11 – Sioux City dedication of Spirit Knoll

ADJOURNMENT

*Motion was made by Leesa McNeil to adjourn the meeting. Approved by Unanimous Vote.
With no further business to come before the Iowa State Preserves Advisory Board,
Chairperson Wayne Phipps adjourned the meeting on January 28, 2014 at noon.*

APPROVED – MEETING ADJOURNED

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